

WASHINGTON STATE CONSERVATION COMMISSION REGULAR MEETING



PASCO, WASHINGTON  
MAY 20, 2004

The Washington State Conservation Commission (Commission/WSCC) met in regular session May 20, 2004, at the Red Lion Hotel in Pasco, Washington. Commissioner Eriksen called the meeting to order at 8:30 a.m.

SUMMARY OF MOTIONS & ACTION ITEMS

1. *Approval of Minutes:*

Commissioner Peters moved to approve the March 18, 2004 Meeting Minutes with noted corrections. Commissioner Brown seconded. Motion passed.

Commissioner Brown moved to approve the April 28, 2004 Special Meeting Minutes. Commissioner Peters seconded. Motion passed.

2. *Appointment Procedures:*

Commissioner Brown moved for the Commission Chair to assemble a committee consisting of Commission member and staff, WACD, and WADE to examine and clarify the appointment policy and process so that a recommendation to include the pros-and-cons is brought before the Commission for approval. It is appropriate for the Commission to require eligibility for appointments. Commissioner Bahrych seconded. Motion passed.

Chair Eriksen assigned Commissioners Bahrych, Brown and Stoker (or WACD designee), and John Larson, WADE President to sit on the Appointed Supervisor Procedures Committee.

3. *Elections:*

Commissioner Reid moved to approve certification of the following elections:

Joe Murray, Clallam CD	Tom Kucklick, Palouse-Rock Lake CD
John Keatley, Cowlitz CD	David Seabrook, Pierce CD
Ed Windsor, Ferry CD	Henning Sehmsdorf, San Juan Co. CD
James Austin, Grays Harbor CD	Janet McRae, Skagit CD
Matt Livengood, King CD	Tom Hargreaves, Spokane Co. CD
John Bolendar, Mason CD	Bill Anderson, Underwood CD
R. W. Cornelius, Sr., N. Yakima CD	Joe Florek, Jr., Wahkiakum CD
Doug Crawford, Pacific CD	Randy Kinley, Whatcom CD

Commissioner Boyum seconded. Motion passed.

4. *Appointments:*

Commissioner Reid moved to approve the following appointments:

Clayton Hutchens, Columbia CD	Lee Blachly, Pomeroy CD
Alan Stromberger, Lincoln Co. CD	Gerald Scheele, Spokane Co. CD
Victor Niemcziek, Pacific CD	Robert Playfair, Stevens Co. CD
Mark Whitmore, Palouse CD	Patrick McConnell, Walla Walla Co. CD
Ron Kile, Pine Creek CD	Tim Bruya, Whitman CD

Commissioner Peters seconded. Motion passed.

5. *Clallam Grant Extension Request:*

Commissioner Stoker moved to approve the six-month extension of the Dungeness Irrigation Water Quality Grant for the Clallam Conservation District. Commissioner Reid seconded. Motion passed.

6. *Basic Funding Grants:*

Commissioner Stoker moved to approve the recommended proposal for Basic Funding Grants. Commissioner Brown seconded. Motion passed.

7. *WACD Livestock Committee Recommendations:*

Commissioner Brown moved that further research be done by the WACD Livestock Committee and Commission staff to include specific recommendations for the \$250,000 from the 2004 Supplemental and the \$88,048 leftover from the conservation districts that have dairy technical assistance grants that agreed to commit a portion for cost share for distribution during Fiscal Year 2005 and present at the WSCC July Meeting. Commissioner Reid seconded. Motion passed.

Commissioner Stoker moved to approve the distribution of the \$92,214 in dairy cost share to those producers who were involved in the dairy appeals process and needed cost share to comply. Commissioner Brown seconded. Motion passed

It was suggested that immediate notification be sent to the conservation districts Board of Supervisors so that they can relate the information back to the non-certified dairies so that those dairies have the information as soon as possible.

Commissioner Brown requested that clear procedures be recommended by the WACD Livestock Committee when giving their recommendation at the July Commission Meeting. Mr. Jim Bellatty requested that Ecology be included in the group. Mr. Colvin assured the Commission that they will give a thorough recommendation and include Ecology.

8. *Irrigation Efficiencies:*

Mr. Culp will give a report at the July Commission Meeting. Commissioner Bahrych asked to include completion dates and water saved in the report.

9. *Mallonee Dairy Nutrient Management Extension Request:*

Commissioner Brown moved to approve the extension of Mallonee Dairy Nutrient Management Plan to July 10, 2004, as requested by the Lewis County Conservation District. Commissioner Reid seconded. Motion passed.

10. *Conservation Reserve Enhancement Program Recommendations:*

Commissioner Stoker moved to approve the proposed FY2004-05 Technical Assistance Funding Distribution. Commissioner Reid seconded. Motion passed.

Commissioner Stoker moved to approve the proposed \$4 million cost share distribution. Commissioner Bahrych seconded. Motion passed.

Commissioner Stoker moved to approve the proposed CREP Maintenance Policy to include a revision to the last bullet to read "Districts shall adopt a maintenance policy including hold downs that reflect maximums not to exceed state hold downs. Commissioner Reid seconded. Commissioner Brown amended. Motion passed.

Mr. Bellatty suggested a change from Commissioner Peeler on page 3 of the memo concerning the CREP Maintenance Policy. It was suggested to change the word "pledges" to "goal". The word "pledges" may be too strong of a word.

11. *WSCC Revised Mission, Vision, and Values:*

Commissioner Boyum moved to adopt the mission, vision, values, and the recommendations to improve the WSCC Meetings. Commissioner Reid seconded. Motion passed.

1 A suggestion was made by the Commissioners to review the strategic plan periodically so that progress  
2 could be measured. Some of the ideas brought forth were to include the statements and goals in meeting  
3 packets and provide time in the meeting to fill in an evaluation sheet of the specific progress made in the  
4 priority areas.

5 **Commissioner Brown moved to reprint the WSCC Strategic Plan with the revised mission, vision,**  
6 **and values as well as setting a time at each meeting to review progress. Commissioner Reid**  
7 **seconded. Motion passed.**

8 **12. *Conservation District Annual Plans:***

9 The Commissioners asked that a letter be sent to the districts thanking them for turning in the plans and  
10 their importance to the Commission in preparing the budget requests.

11 **13. *Travel Approval:***

12 **Conservation Reserve Program Conference**

13 **Commissioner Reid moved to approve attendance by the Executive Director at the Conservation**  
14 **Reserve Program Conference held on June 6 through 8, 2004, in Fort Collins, Colorado at the**  
15 **Executive Director's discretion. Commissioner Bahyrch seconded. Motion passed.**

16 **National Association of State Conservation Agencies Annual Meeting**

17 **Commissioner Boyum moved to approve attendance by the Executive Director at the National**  
18 **Association of State Conservation Agencies Annual Meeting held on September 13 through 17,**  
19 **2004, in Grand Rapids, Michigan at the Executive Director's discretion. Commissioner Peters**  
20 **seconded. Motion passed.**

21 **National Association of Conservation Districts Pacific Region Meeting**

22 **Commissioner Boyum moved to approve attendance by the Executive Director, WSCC Chair and**  
23 **Vice Chair at the National Association of Conservation Districts Pacific Region Meeting held on**  
24 **September 19 through 22, 2004, in Alaska. Commissioner Brown seconded. Motion passed.**

25 Commissioner Reid expressed a need to allow new Commissioners the opportunity to attend conferences  
26 so that they can become better acquainted with the duties and functions associated with the Commission.  
27 Commissioner Boyum suggested an orientation for Commissioners would be beneficial.

28 **14. *Field Service Manager Reports:***

29 These reports are sent to the district representatives and area conservationists. Mention was made that it  
30 may be helpful for Commissioner Stoker to receive these reports as well.

31 **15. *July Commission Meeting:***

32 It was agreed by the Commissioners to meet on July 14 at 9:00 a.m. for a work session. The Commission  
33 requested a shellfish grower tour.

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**ATTENDEES**

***Commission Members***

Tracy Eriksen, Chair  
Jim Peters, Vice Chair  
Lynn Bahrych, Member  
Lee Faulconer, Member, AG  
Lynn Brown, Member  
Jaclyn Reid, Member  
Paul Stoker, Member, WACD  
Bill Boyum, Member, DNR

***Commission Staff***

Mark Clark, Executive Director  
Mary Anderson, Executive Assistant  
Debbie Becker, Administrative Programs  
Bill Broughton, Field Services Mgr.  
Tom Salzer, Field Service Mgr.  
Cheryl Witt, Contracts Specialist  
Ray Ledgerwood, Program Coordinator

***Guests***

John Larson, WADE  
Fred Colvin, WACD  
Terry Bruegman, Columbia CD  
Jim Bellatty, DOE

Rod Hamilton, USDA, FSA  
Mark Nielsen, Franklin CD  
Cheryl Sonnen, Asotin CD

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**INTRODUCTIONS: MEMBER AND ORGANIZATION REPORTS**

***Commissioner Lee Faulconer, Washington Department of Agriculture***  
*Dairy Nutrient Management Plan Update.*

***Commissioner Bill Boyum, Washington Department of Natural Resources***  
*RMAPS Update.*  
*Fire danger high due to precipitation levels 1 in both eastern and western Washington.*

***Commissioner Jim Peters, Squaxin Island Tribe (Tribe)***  
*Water Quality Standards – The Tribes are in the process of reviewing the standards with Ecology and are working on an agreed compromise.*

***Commissioner Lynn Bahrych, Washington Environmental Council (WEC)***  
*A decision from the Washington Supreme Court will be helpful for instream flow.*  
*Global warming concerns.*

***Jim Bellatty, Department of Ecology***  
*Commissioner Peeler's new duties may prohibit his participation on the Commission. Linda Hoffman, Executive Director of Ecology will be assigning a new designee soon.*

***Rod Hamilton, Farm Service Agency (FSA)***  
*Conservation Reserve Program (CRP) – FSA is still in the process of converting the aerial photos to a GIS based system. CRP contracts will be revised to match that system. This process will take time, but there are over 10,000 CRP contracts in the State of Washington that may be revised.*

***John Larson, Washington Association of District Employees (WADE)***  
*WADE Training Conference - June 14<sup>th</sup> through 16<sup>th</sup> in Leavenworth, Washington.*

***Fred Colvin, Washington Association of Conservation Districts (WACD)***  
*WACD Committees and Taskforce Committees continue to meet.*

*Natural Resources Conservation Service (NRCS)*

Mark Clark reported that NRCS announced the watersheds that will be used in the Fiscal Year 2004 Conservation Security Program (CSP) sign-up to be held this summer. Moses Coulee will be eligible to sign up. The plan is to have the process completed in September.

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**APPROVAL OF MINUTES**

**Commissioner Peters moved to approve the March 18, 2004 Meeting Minutes with noted corrections. Commissioner Brown seconded. Motion passed.**

**Commissioner Brown moved to approve the April 28, 2004 Special Meeting Minutes. Commissioner Peters seconded. Motion passed.**

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**REVIEW OF MARCH 2004 MEETING ACTION ITEMS**

Mark Clark gave an update of the action items from the March 18, 2004 Meeting that staff is continuing to work on.

- *Dairy:* Debbie Becker drafted a letter to the conservation districts of the plan requirements under the Dairy Nutrient Management Act and stating that the plans must meet the NRCS standards or be approved by the Commission under the acceptable alternatives as defined in the statute. Awaiting approval for draft to send out to districts.

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**WSCC LEGAL BUSINESS**

***Appointment Procedures***

Mark Clark introduced Commission staff, Bill Broughton and Tom Salzer to present the report on current appointment procedures, staff recommendations, and the role of the Commission's statutory obligation in appointment and certifying elections of conservation districts (CDs).

A discussion was held on current procedure weaknesses, cost of elections, expired term notification, and eligibility requirements. It was agreed that procedures and policies need to be revised for clarification. Staff recommended that a small working group be assembled to include a Commission Member, Commission staff, Washington Association of Conservation Districts (WACD), and the Washington Association of District Employees (WADE) to examine the policy and make recommendations to include the pros-and-cons so that a fully informed decision can be made by the Commission that will be longstanding.

**Commissioner Brown moved for the Commission Chair to assemble a committee consisting of Commission member and staff, WACD, and WADE to examine and clarify the appointment policy and process so that a recommendation to include the pros-and-cons is brought before the Commission for approval. It is appropriate for the Commission to require eligibility for appointments. Commissioner Bahrych seconded. Motion passed.**

Chair Eriksen assigned Commissioners Bahrych, Brown and Stoker (or WACD designee), and John Larson, WADE President to sit on the Appointed Supervisor Procedures Committee.

***Graymarsh Update***

There has been discussion with the Attorney General's Office. A Stipulated Order and Judgment has been drafted with revised language specifying the Commission was not a party in the original agreement as well as clarifying that during the 18 months following issuance of the Final Environmental Impact Statement, any funding issued by the Commission to the Clallam Conservation District shall include language limiting the use of that funding to activities outside the potential zone of contribution.

***Underwood Update***

A new election date has been set for June 15, 2004.

***Mason Update***

A procedural hearing was held and the ruling should be out by the end of the month.

***Elections***

**Commissioner Reid moved to approve certification of the following elections:**

<b>Joe Murray, Clallam CD</b>	<b>Tom Kucklick, Palouse-Rock Lake CD</b>
<b>John Keatley, Cowlitz CD</b>	<b>David Seabrook, Pierce CD</b>
<b>Ed Windsor, Ferry CD</b>	<b>Henning Sehmsdorf, San Juan Co. CD</b>
<b>James Austin, Grays Harbor CD</b>	<b>Janet McRae, Skagit CD</b>
<b>Matt Livengood, King CD</b>	<b>Tom Hargreaves, Spokane Co. CD</b>
<b>John Bolender, Mason CD</b>	<b>Bill Anderson, Underwood CD</b>
<b>R. E. Cornelius, Sr., N. Yakima CD</b>	<b>Joe Florek, Jr., Wahkiakum CD</b>
<b>Doug Crawford, Pacific CD</b>	<b>Randy Kinley, Whatcom CD</b>

**Commissioner Boyum seconded. Motion passed.**

***Appointments***

The appointments listed below were postponed from the March 2004 Meeting until Chair Eriksen was in attendance.

Chair Eriksen presented the slate of candidates. Commissioner Reid recommended the Pacific CD candidate. She had spoken to the district and the Board. They were both in agreement with the reappointment of Victor Niemczek. Field Service Manager, Bill Broughton stated that the Columbia CD would be pleased with the appointment of Clayton Hutchens as Supervisor.

**Commissioner Reid moved to approve the following appointments:**

<b>Clayton Hutchens, Columbia CD</b>	<b>Lee Blachly, Pomeroy CD</b>
<b>Alan Stromberger, Lincoln Co. CD</b>	<b>Gerald Scheele, Spokane Co. CD</b>
<b>Victor Niemczek, Pacific CD</b>	<b>Robert Playfair, Stevens Co. CD</b>
<b>Mark Whitmore, Palouse CD</b>	<b>Patrick McConnell, Walla Walla Co. CD</b>
<b>Ron Kile, Pine Creek CD</b>	<b>Tim Bruya, Whitman CD</b>

**Commissioner Peters seconded. Motion passed.**

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**COMMISSION GRANTS PROGRAM**

***Guidelines for Return Grant Dollars***

Cheryl Witt gave an overview of the past Commission meeting discussions regarding moving of grant funds. Potential guidelines discussed by the Commissioners in the past are:

- When the circumstances are political, controversial or sensitive in nature; or the amount to be moved is above a certain dollar amount (to be determined), the decision will be made by the Commission either at a regular or special meeting.
- Under ordinary circumstances and if the amount to be moved is below the predetermined threshold, the Chair and Vice Chair, in consultation with the Executive Director, will make the decision; then alert other Commissioners of that decision.

A majority of the Commissioners agreed on discussed guidelines with the exception of Commissioner Stoker who had no comment. Mr. Jim Bellatty will pass on the request to Commissioner Peeler and get back to Ms. Witt.



1 ***Clallam Grant Extension Request***

2 Cheryl Witt presented the extension request for a six-month extension on the Dungeness Irrigation Water  
3 Quality grant in order to implement two irrigation ditch piping projects. Implementation has been delayed  
4 due in part to delays in the completion of an Environmental Impact Statement by the Department of Ecology  
5 and because all construction must wait until after the current irrigation season ends September 15, 2004. Staff  
6 recommends that the extension be granted.

7 **Commissioner Stoker moved to approve the six-month extension of the Dungeness**  
8 **Irrigation Water Quality Grant for the Clallam Conservation District.**  
9 **Commissioner Reid seconded. Motion passed.**

10 A discussion followed regarding the letter of support from the Department of Ecology and the timeframe of  
11 the extension.

12 ***Fiscal Year 2005 Basic Funding Match Grants Program***

13 Basic Funding is provided to conservation districts for basic operations. Ms. Witt gave an overview of the  
14 Basic Funding Grants program and history. Ms. Witt proposed a funding allocation that assumes the Basic  
15 Funding match requirement of matching dollar for dollar will be met by all eligible districts. Under that  
16 scenario, the 36 non-Puget Sound conservation districts will receive \$10,416.67 in Basic Funding, and the 12  
17 Puget Sound districts will receive \$11,389 in Puget Sound Basic Funding. The monies will be available July  
18 1, 2004.

19 Discussion followed regarding the Puget Sound Grant available dollars for distribution and how that is  
20 allocated.

21 **Commissioner Stoker moved to approve the recommended proposal for Basic**  
22 **Funding Grants. Commissioner Brown seconded. Motion passed.**

23 A discussion was held regarding the method the Commission uses to deduct administration costs from grant  
24 programs. It was stated that the Basic Funding has historically had large amounts of administration monies  
25 deducted before distribution to the Puget Sound conservation districts. It was suggested that more equity in  
26 deducting Commission administrative costs from other grant programs be considered by the Commission in  
27 the future. The Commission stated that this inequity will be reviewed and taken into consideration in the  
28 coming biennium.

29 ***WACD Livestock Committee Recommendations***

30 Ms. Witt provided background information on the Dairy Nutrient Management Grants. The total amount of  
31 dairy grant funding available for redistribution is \$180,262.74. \$88,048.71 in technical assistance and  
32 \$92,214.03 in cost share. There are two sources for funding from leftover monies and new monies.

33 In November of 2003, WACD and WADE sent a joint request to dairy technical assistance to conservation  
34 districts requesting them to turn back at least 10% of their funding. The returned funding was to be used to  
35 fund cost share to dairies that were ready to implement their Dairy Nutrient Management Plans by December  
36 31, 2003.

37 The districts turned back a total of \$154,263 in technical assistance and cost share funding. Of that amount  
38 \$51,000 was redistributed as cost share to qualifying dairies leaving a total of \$103,263 in unused funding.  
39 Additionally, the FY04-05 carryover dairy funding was \$77,000 more than anticipated.

40 A lengthy discussion followed regarding the current needs for technical assistance and cost share and how the  
41 unused funds requested by WACD and WADE are distributed. The WACD Livestock Committee is still in  
42 the process of discussing those needs with the conservation districts. They did not have adequate information  
43 when the request was sent to the districts in November due to the Legislative outcome this past session to  
44 adopt the federal requirement and include livestock, not just dairy technical assistance in the FY2005 budget  
45 language. Monies can now be used for all livestock related issues. The Commission has the opportunity to  
46 use the monies for these other uses as well.

1 There were concerns raised regarding the dairy plan certification and the Commissions responsibility to  
2 provide cost share for compliance and the technical assistance monies voluntarily given to distribute to those  
3 dairies needing cost share. Cost share was a concern in each of the dairy appeals heard by the Commission.  
4 Mr. Clark stated that Legislature did not change the language in the cost share appropriation (\$92,412.03) that  
5 is carried forward. It is exclusively for the use of dairies.

6 The WACD Livestock Committee requested the time to look at the availability of funds before a  
7 recommendation can be given on the distribution.

8 **Commissioner Brown moved that further research be done by the WACD Livestock**  
9 **Committee and Commission staff to include specific recommendations for the \$250,000**  
10 **from the 2004 Supplemental and the \$88,048 leftover from the conservation districts**  
11 **that have dairy technical assistance grants that agreed to commit a portion for cost**  
12 **share for distribution during Fiscal Year 2005 and present at the WSCC July Meeting.**  
13 **Commissioner Reid seconded. Motion passed.**

14 A discussion followed.

15 **Commissioner Stoker moved to approve the distribution of the \$92,214 in dairy cost**  
16 **share to those producers who were involved in the dairy appeals process and needed**  
17 **cost share to comply. Commissioner Brown seconded. Motion passed.**

18 It was suggested that immediate notification be sent to the conservation districts Board of Supervisors so that  
19 they can relate the information back to the non-certified dairies so that those dairies have the information as  
20 soon as possible.

21 Debbie Becker, Dairy Program Manager, recommended that the entire package be brought back to the  
22 Commission in July and take that into consideration. Commissioner Faulconer stated that the new Animal  
23 Feeding Operations and Concentrated Animal Feeding Operations (AFO/CAFO) program is still in  
24 development. It would be wise to find out what technical assistance is available for the conservation districts.

25 Fred Colvin, Co-Chair of the WACD Livestock Committee, reported later in the meeting (after Irrigation  
26 Efficiencies Update) on the activities of the WACD Livestock Committee. Mr. Colvin stressed the  
27 importance of training the technical assistance provider. A self assessment tool provides the opportunity for  
28 producer to determine where he falls in those goals. The WACD Livestock Committee is preparing to make a  
29 presentation to the Department of Agriculture. The goal is to have a primary mechanism of regional delivery  
30 training and self assessments where all of the teams come together as well as the state agencies, to provide  
31 educational opportunities.

32 Commissioner Brown emphasized that he would like to keep the funding with the Commission and that it not  
33 be given to other agencies. He also requested that clear procedures be recommended by the WACD  
34 Livestock Committee when giving their recommendation at the WSCC July Meeting. Mr. Jim Bellatty  
35 requested that Ecology be included in the group. Mr. Colvin assured the Commission that they will give a  
36 thorough recommendation and include Ecology.

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## 38 IRRIGATION EFFICIENCIES

### 39 *Update*

40 Mark Clark reported that the Irrigation Efficiencies Program is gaining more success during this biennium.  
41 There are currently 15 projects contracted. At least three projects are close to eligibility.

42 A discussion followed. Funds will be available after July 1, 2004, once authority is to spend is given from the  
43 Department of Ecology (Ecology). Currently, an agreement is underway on the amendment with Ecology to  
44 sort out the caps that were placed by the Commission. The money will be available on a first come, first  
45 served basis. When the caps are met, it will be brought back to the Commission.



Jon Culp, Irrigation Efficiencies Program Manager, has sent out a letter to the districts requesting the amount they may need. The information is due back to Mr. Culp by next week. Mr. Culp will give a report at the July Commission Meeting. Commissioner Bahrych asked to include completion dates and water saved in the report.

Discussion was held on water rights change, trust and point of diversion. Those issues are being discussed with Ecology. Currently, the Commission is responsible for the irrigation and Ecology is responsible for the water trust. There is an attempt to reassign the responsibilities so that there is clarification to the landowner so that a commitment by the districts and the landowner are complete.

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## DAIRY PROGRAM

### *Dairy Hearing Update*

Debbie Becker reported that there are five scheduled dairy hearings for June 8, 2004. Another Commissioner is needed to complete the panel. Please contact Ms. Becker. Commissioners Faulconer and Reid have volunteered.

### *Mallonee Dairy Nutrient Management Plan Extension Request*

The Lewis County Conservation District requested an extension to July 31, 2004, for amending and approving the Mallonee Dairy Nutrient Management Plan due to the amount of time it may take to have the plan reviewed by the Natural Resource Conservation Service(NRCS) staff and to ensure all NRCS standards and specifications are included in the plan in agreement with Mr. Mallonee and NRCS representatives. Commission staff recommends that the extension be granted.

**Commissioner Reid moved to approve the extension of Mallonee Dairy Nutrient Management Plan to July 1, 2004, as requested by the Lewis County Conservation District. Commissioner Peters seconded. Motion passed.**

A discussion followed regarding appropriate timeline. Commission staff was directed to confer with the Lewis County Conservation District on the extension deadline date.

**Commission Brown moved to table the motion until after lunch so that Commission staff could confer with the Lewis County Conservation District on the extension date. Commissioner Faulconer seconded. Motion passed.**

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## CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) PROGRAM UPDATE

### *WACD CREP Taskforce Subcommittee Recommendations*

Debbie Becker introduced George Boggs, Co-Chair of the WACD CREP Taskforce Subcommittee.

Mr. Boggs reported that the Subcommittee worked diligently with participation from the districts to develop the CREP recommendations for Fiscal Year (FY) 2004-05 technical assistance and cost share distributions as well as a maintenance policy for the Commission's consideration.

### **FY2004-05 Technical Assistance Funding Distribution Recommendation:**

- Allocate the available technical assistance funds with four tiers of funding along with a reserve of \$33,943 for funds not distributed immediately.
  - Tier 1 Greater than 25 contracts (funding for 1 or more FTEs)
  - Tier 2 11-24 contracts (funding for ½ FTE)
  - Tier 3 6-10 contracts (funding for ¼ FTE)
  - Tier 4 Less than 6 contracts (minimum funding of \$5,000 a year plus \$1,000 if a new contract obtained in FY2003-04.
- Recommend authorization for the CREP Project Manager to make further distributions from the reserve to Tier 4 districts who obtain new contracts in FY2004-05.

1 **Commissioner Stoker moved to approve the proposed FY2004-05 Technical**  
2 **Assistance Funding Distribution. Commissioner Reid seconded. Motion passed.**

3 A discussion followed on the factors that were considered in the recommended distribution. Program  
4 differences in counties and other funding received were considered by the Committee. It was also noted that  
5 contributions of man hours from other partnerships made it difficult to determine a workload analysis. A  
6 consensus was given by the districts on the funding levels.

7 **\$4 Million Cost Share Distribution Recommendation:**

- 8 ■ An initial distribution to each district for maintenance of existing contracts. Districts would estimate  
9 how much they need for each project for five years. The request per project could not exceed the per  
10 acre cap recommended in the proposed Maintenance Policy and the 10% cost share in the conservation  
11 plan without Commission staff approval.
- 12 ■ Reserve the balance for subsequent distributions for cost share on new contracts between May 20, 2004,  
13 and June 30, 2005. District would request amendments for anticipated needs for new contracts based  
14 on CRP1s and CRP2s.
- 15 ■ Allow districts to make additional requests on a case-by-case basis if a project(s) suffer a casualty loss.

16 **Commissioner Stoker moved to approve the proposed \$4 million cost share**  
17 **distribution. Commissioner Bahrych seconded. Motion passed.**

18 **CREP Maintenance Policy Recommendation:**

- 19 ■ Adopt the maintenance policy as described in the Washington State CREP Draft Final Maintenance  
20 Funding Policy Recommendation. The maintenance policy provides the ability to the districts to set  
21 hold-downs lower than those in Tables 1 & 2.

22 **Commissioner Stoker moved to approve the proposed CREP Maintenance Policy to**  
23 **include a revision to the last bullet to read “Districts shall adopt a maintenance**  
24 **policy including hold downs that reflect maximums not to exceed state hold downs.**  
25 **Commissioner Reid seconded. Commissioner Brown amended. Motion passed.**

26 A discussion followed. Mr. Bellatty suggested a change from Commissioner Peeler on page 3 of the memo  
27 concerning the CREP Maintenance Policy. It was suggested to change the word “pledges” to “goal”. The  
28 word “pledges” may be too strong of a word.

29 Mr. Boggs thanked the Commission for the opportunity given to the Subcommittee to work on the CREP  
30 issues with the districts and Commission staff. Commissioner Brown noted that the Commission appreciated  
31 the hard work the Subcommittee and Commission staff had done and congratulated them on their  
32 recommendations.

33 Mr. Boggs reported that the shellfish beds have been reopened in Whatcom County. On June 19, Puget  
34 Sound Restoration will be hosting a brunch at Semihoo from 10:-11:30 and invited the Commission to attend.

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36 **MALLONEE DAIRY NUTRIENT MANAGEMENT PLAN EXTENSION REQUEST**

37 The motion was tabled until after lunch so that Commission staff could confer with the Lewis County  
38 Conservation District on the extension date to provide adequate time for their Board of Supervisors to meet  
39 and was brought back on the table.

40 **Commissioner Brown moved to approve the extension of Mallonee Dairy Nutrient**  
41 **Management Plan to July 10, 2004, as requested by the Lewis County Conservation**  
42 **District. Commissioner Reid seconded. Motion passed.**

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**COMMISSION FINANCIAL REPORT**

***Budget Overview***

Debbie Becker presented a complete financial report of the operating and capital current and projected numbers. Reports given were through April 30, 2004, and show the projections and allocations through the end of the fiscal year. WSCC is continuing to be on target.

A discrepancy to be noted is in the Fiscal Year 2004 Projections in administrative costs showing a negative balance of \$30,000. This is due to expenditures in equipment and training that will later be moved to the agency's Savings Incentive Account.

The Savings Incentive Account is a fund that was created by the legislative passage of Governor Locke's initiative to promote efficiency in agency spending and help to support public schools in 1997. Agencies are credited with one-half of all state General Fund-State savings not related to entitlement or other targeted spending authority. The other half of the savings is directed to the Education Savings Account. There are specific guidelines to those expenditures that they be one-time activities that improve the quality, efficiency, and effectiveness of customer service in agencies such as training and technology and work process improvements.

A discussion followed on capital funding. The reports given included a current month balance for all accounts combined and specific break outs for each of the separate accounts.

***Small Agency Client Service, Office of Financial Management (SACS)***

Mark Clark reported that the Grants staff has been working closely with SACS accountants to reconcile each of the accounts with the reports supplied by them. They have been tracking well.

A meeting with SACS was held recently and went very well. They are pleased with the progress and coordination that Commission staff has made. The capital account will continue to be watched closely so that the proper adjustments are made. A question was raised regarding administrative costs and how we can work towards bringing the Full Time Equivalents (FTEs) into the general fund instead of the capital funding. It was noted that Jon Culp's position (Irrigation Efficiencies Program Manager) which is housed in Ecology's budget, does not have an FTE assigned to it. We will continue to look for opportunities to move the administrative FTEs into the general fund.

The allotments for the last appropriation have been released and they can now be distributed to the districts.

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**COMMISSION OPERATIONS**

***WSCC Strategic Plan***

Mark Clark stated that the WSCC Strategic Plan has been published and was hand delivered prior to the due date to Marty Brown, Director of the Office of Financial Management. It was also noted that we were the first natural resource agency to turn in the Plan. Debbie Becker did a fabulous job in putting together the notes from the Strategic Work Session held in March in the Plan. The Commissioners applauded the efforts of Ms. Becker and her work in formalizing the Plan and completion before the due date.

***WSCC Strategic Planning Work Session – May 19, 2004***

Prior to the tour hosted by the Franklin Conservation District on May 19, 2004, the Commission held a work session to revise the mission, vision, and values of WSCC. A draft of the mission, vision, and values was supplied by Ray Ledgerwood as follows:

**Mission**

The mission of WSCC is to lead the citizens of the state in the wise stewardship, conservation, and protection of soil, water, and related natural resources on private lands by providing structure and leadership for good

governance by the conservation districts to provide education, technical assistance, and implementation of land management practices.

### **Vision**

- The landscape reflects good stewardship.
- WSCC is the independent and balanced organization of choice to implement stewardship in the state of Washington with conservation districts and partner organizations.

### **Organizational Values**

The Conservation Commission respects and honors both private and public land, as well as resources and people. We demonstrate this by valuing:

- Healthy, diverse landscapes.
- Voluntary, incentive-based activities & solutions on working lands that reflect local and community priorities.
- Partnerships at local, state, federal and Tribal levels.
- Diverse ideas and cultures.
- Accountability.
- Natural resource based industries and their economic contribution.
- Highest personal and organizational integrity and ethical standards for WSCC members, staff, and conservation districts.
- Good policy and governance.
- Open communications.
- Pride in land stewardship.

**Commissioner Boyum moved to adopt the mission, vision, values, and the recommendations to improve the WSCC Meetings. Commissioner Reid seconded. Motion passed.**

A discussion followed. A suggestion was made by the Commissioners to review the strategic plan periodically so that progress could be measured. Some of the ideas brought forth were to include the statements and goals in the meeting packets and provide time in the meeting to fill in an evaluation sheet of the specific progress made in the priority areas.

**Commissioner Brown moved to reprint the WSCC Strategic Plan with the revised mission, vision, and values as well as setting a time at each meeting to review progress. Commissioner Reid seconded. Motion passed.**

### ***Priorities of Government (POG)***

Mark Clark gave a presentation on the progress and structure of POG. There are eleven Results Teams who meet separately to work on specific issues and suggestions. Those suggestions are then brought to the Guidance Team who review the results and provide feedback to the Results Team. Mr. Clark will continue to be engaged in the POG process.

The word 'activities' is used as the budget building blocks. Activity descriptions describe the discrete items an agency does – what they do, for whom, why, and what they expect to accomplish. "Activities" is used instead of program descriptions because an activity tells you how the job gets done and not just the job itself. It is important that the Commission identify its activities so that they can be measured and the importance of the work being done through the districts.

A discussion followed the presentation regarding the districts perception of the Commissions involvement in the POG process and how it can benefit them.

A few of the benefits expressed by those in attendance for the districts were:

- Districts are involved by helping those issues by having solutions that can be administered on the ground by the districts.
- Work with other agencies to make these voluntary programs work.

- 1     ▪ The connectivity with districts that are aligned with agencies so that they are brought up front more
- 2       often.
- 3     ▪ The importance of the districts annual and long range planning documents is imperative to bring
- 4       forward within state government for funding.

5 Debbie Becker noted the presentation given by the Thurston Conservation District at the Commission budget  
6 meeting with Linda Steinman, OFM Budget Analyst and Alicia Paatsch, Fiscal Analyst for the House of  
7 Representatives. A copy of their annual plan was given and they were able to see what the District's activities  
8 were in the community and were very impressed. They came away from that meeting more informed with the  
9 knowledge of the importance of the districts work activities. The importance of the plans were reiterated by  
10 Commissioner Reid and John Larson, President of WADE. They are critical tools to show others the  
11 performance of the districts and their importance in the communities.

#### 12 ***WSCC Survey***

13 Mark Clark presented the survey comparison to the prior year's survey. Commission staff are attempting to  
14 make any necessary changes from the survey feedback such as the 10-Minute Supervisor, website, and WSCC  
15 newsletter. Scores were higher than the previous survey.

#### 16 ***Conservation District Annual Work Plans***

17 Mark Clark reported on the annual reports turned in to the agency. Mr. Clark highlighted the Kitsap  
18 Conservation Districts Annual Work Plan. Most of the plans were turned in on time. The response from the  
19 districts was good. Commission staff were available to districts requesting help with the plans.

20 A discussion followed on the time required by staff. This year was easier. A new pilot format was used and  
21 was well received. The majority of the districts used the format. The role up of the plans will be useful  
22 information in the preparation of the budget requests. Ray Ledgerwood is working on a long range planning  
23 format with the districts.

24 The Commissioners asked that a letter be sent to the districts thanking them for turning in the plans and their  
25 importance to the Commission in preparing the budget requests.

#### 26 ***Travel Approval***

##### 27 **Conservation Reserve Program Conference**

28       **Commissioner Reid moved to approve attendance by the Executive Director at the**  
29       **Conservation Reserve Program Conference held on June 6 through 8, 2004, in Fort**  
30       **Collins, Colorado at the Executive Director's discretion. Commissioner Bahyrch**  
31       **seconded. Motion passed.**

##### 32 **National Association of State Conservation Agencies Annual Meeting**

33       **Commissioner Boyum moved to approve attendance by the Executive Director at**  
34       **the National Association of State Conservation Agencies Annual Meeting held on**  
35       **September 13 through 17, 2004, in Grand Rapids, Michigan at the Executive**  
36       **Director's discretion. Commissioner Peters seconded. Motion passed.**

##### 37 **National Association of Conservation Districts Pacific Region Meeting**

38       **Commissioner Boyum moved to approve attendance by the Executive Director,**  
39       **WSCC Chair and Vice Chair at the National Association of Conservation Districts**  
40       **Pacific Region Meeting held on September 19 through 22, 2004, in Alaska.**  
41       **Commissioner Brown seconded. Motion passed.**

#### 42 ***Commissioner Comments***

43 Commissioner Reid expressed a need to allow new Commissioners the opportunity to attend conferences so  
44 that they can become better acquainted with the duties and functions associated with the Commission.  
45 Commissioner Boyum suggested an orientation for Commissioners would be beneficial.

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**FIELD OPERATIONS REPORT**

Field Service Manager, Bill Broughton, gave a report on the activities of the Field Service Managers.

A discussion followed. These reports are sent to the district representatives and area conservationists. Mention was made that it may be helpful for Commissioner Stoker to receive these reports as well. The Commissioners Friday Updates include critical information on the agency activities.

***Eastern Region***

- A State audit is currently underway at the Ferry Conservation District. Federal audits are underway in Columbia and Franklin CDs.
- A District Operations Review is underway at the Whitman Conservation District.

***Central Region***

- Benton CD is recruiting for a district manager.
- Underwood CD has set a June 15, 2004, election date pursuant to the court decision.

***Puget Sound Region***

- Whidbey Island CD has hired Karen Lennon as their new district administrator.
- Kris Van Gorkom of the Thurston CD will be leaving in the middle of June to an Executive Director position at the Washington Association of School Business Officials.

***Southwest Region***

- Wahkiakum CD audit has not yet been released by the State Auditor.

***Audit Costs Update***

Mark Clark related to the Commission that since the last Commission Meeting, Commission staff has met with the State Auditor's Office (SAO). It was agreed that SAO will not hold the Commission to the signed contract, only for the audits that have or will be performed. An analysis is being done on prioritizing audits that must be completed. Commission staff have spoken to the Office of Financial Management and our accountants concerning the amount needed to cover these audits since it is our statutory duty to do so.

***Commission Grant Annual Reviews (CGARs)***

Cheryl Witt stated that seven CGARs have been completed by the Grants staff within the last few months. More are scheduled in the upcoming months.

In these reviews, Grants staff are looking for feedback from the districts and their internal procedures which will give a better view of how they manage their grants. These reviews provide an opportunity to help the districts receive clean audits. Forms and templates are provided by the Grants staff so that procedures can be followed. The districts have provided tours to highlight the projects funded by the Commission.

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**NEXT COMMISSION MEETING**

July 14-15, 2004, in Mt. Vernon, Washington.

Mark Clark suggested that the Commission meet prior to the tour hosted by the Skagit Conservation District for a work session on the budget and mission statements prior to the tour that will be hosted by the Skagit Conservation District.

It was agreed by the Commissioners to meet on July 14<sup>th</sup>, at 9:00 a.m. for a work session. The Commission requested a shellfish grower tour.

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1   **PUBLIC COMMENTS**

2    *Washington Association of District Employees (WADE) Training*

3   John Larson, President of WADE announced the WADE Training date for June 14 through 16, 2004, in  
4   Leavenworth. Registrations have gone down by 100 from last year.

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6   **ADJOURNMENT**

7   Chair Eriksen adjourned the meeting at 3:20 p.m.